

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>104</b>
		<b>Original Date</b>	<b>05/16/1983</b>
	<b>Department: Administration</b>	<b>Revised Date</b>	<b>04/08/2016</b>
	<b>Communication with News Media</b>		

**POLICY:**

All communication with the news media will be handled by the Superintendent and/or DPHHS Communication Director to ensure accurate communication with the public.

**PROCEDURE:**

1. Employees are not to contact news media about facility operation unless it is clear that he/she does not represent the institution in expressed views and/or opinions.
2. A resident's photograph shall not be published in the news media without a signed release from the resident and/or guardian.

Reviewed: \_\_\_\_\_

Superintendent: \_\_\_\_\_